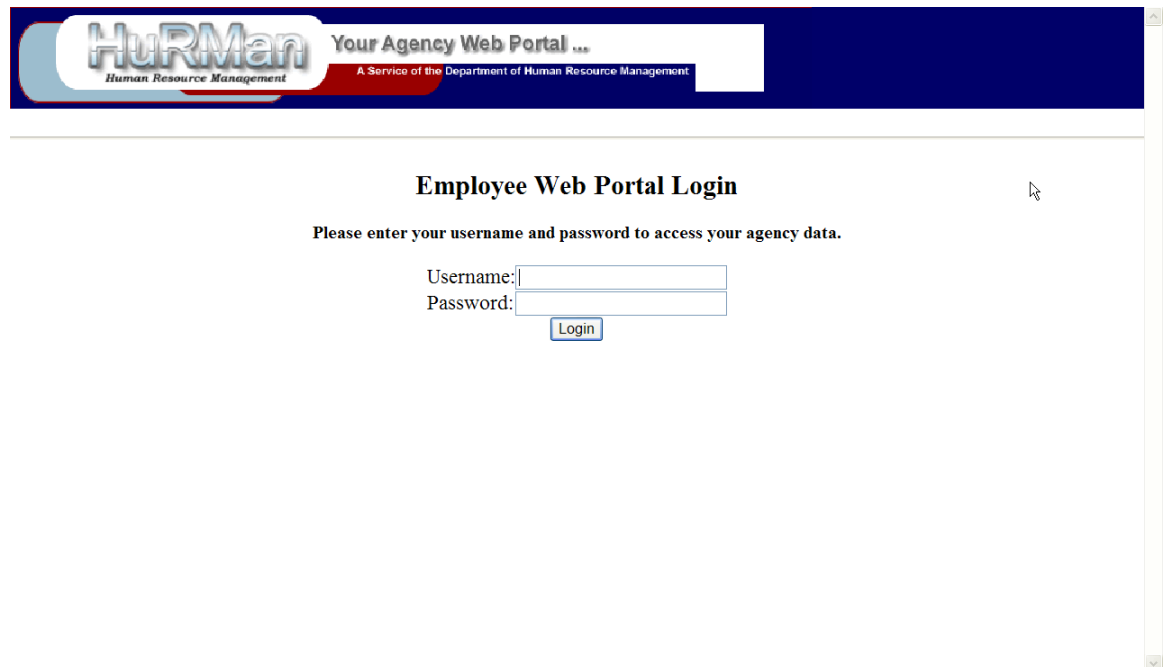


## ***New Look and Feel for the Agency Repository***

The current Agency Repository is an online folder structure with files available for download. For some, the number of files and lack of search capabilities make finding files a tedious process. In addition, automated processes frequently throw errors when files are moved during archiving and those processes are unable to find the files they need. To fix this issue, and to improve search capabilities, the Agency Repository is being migrated and enhanced.

Instead of logging into a separate application for accessing agency files, a web friendly process has been created for use under a newly upgraded security wrapper. The rest of this document will walk through the use of the new system.

To use the new system, you must first login to the new security wrapper. The new security wrapper uses the same username and password used for the previous security wrapper. (Security wrapper changes will be documented in the current security wrapper.) The login screen is shown below:



**HuRMan** Your Agency Web Portal ...  
Human Resource Management A Service of the Department of Human Resource Management

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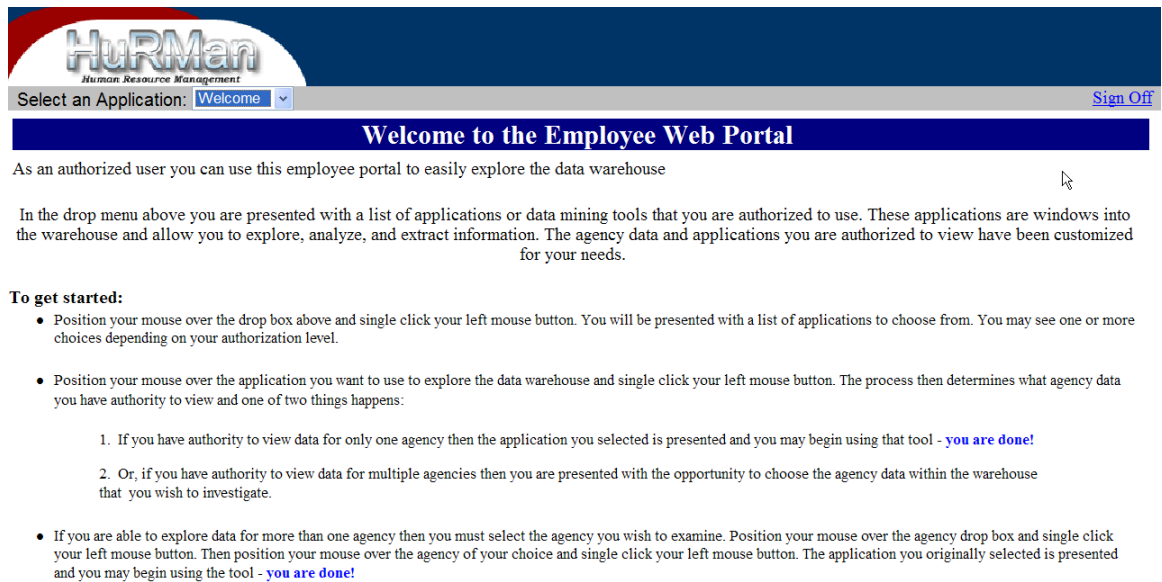
**Employee Web Portal Login**

Please enter your username and password to access your agency data.

Username:

Password:

Once logged in, the welcome screen will be visible, displaying applications available for use. The welcome screen looks like the previous welcome screen, as shown below:

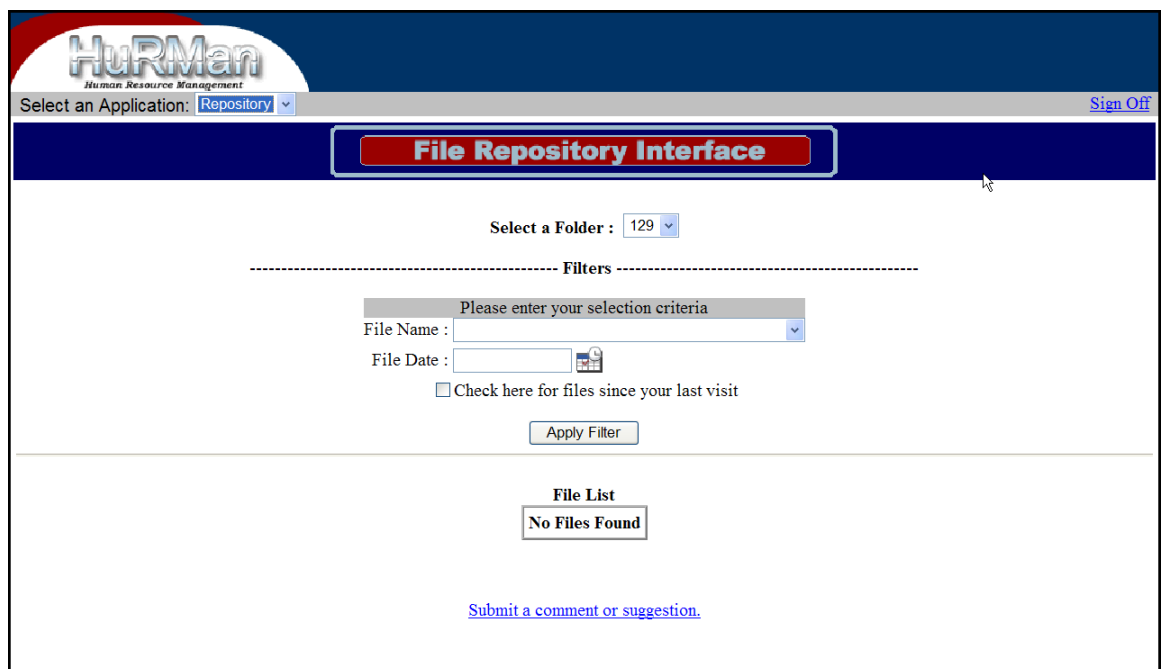


The screenshot shows the 'Welcome to the Employee Web Portal' page. At the top, there is a header with the 'HuRMan Human Resource Management' logo. Below the logo is a navigation bar with a dropdown menu labeled 'Select an Application:' currently showing 'Welcome'. A 'Sign Off' link is visible in the top right corner. The main heading is 'Welcome to the Employee Web Portal'. Below this, a message states: 'As an authorized user you can use this employee portal to easily explore the data warehouse'. A paragraph explains that the drop menu provides a list of applications or data mining tools authorized for use, which are customized windows into the warehouse. A section titled 'To get started:' provides instructions and a list of steps for using the portal based on user authorization levels.

**To get started:**

- Position your mouse over the drop box above and single click your left mouse button. You will be presented with a list of applications to choose from. You may see one or more choices depending on your authorization level.
- Position your mouse over the application you want to use to explore the data warehouse and single click your left mouse button. The process then determines what agency data you have authority to view and one of two things happens:
  1. If you have authority to view data for only one agency then the application you selected is presented and you may begin using that tool - **you are done!**
  2. Or, if you have authority to view data for multiple agencies then you are presented with the opportunity to choose the agency data within the warehouse that you wish to investigate.
- If you are able to explore data for more than one agency then you must select the agency you wish to examine. Position your mouse over the agency drop box and single click your left mouse button. Then position your mouse over the agency of your choice and single click your left mouse button. The application you originally selected is presented and you may begin using the tool - **you are done!**

In the gray menu bar is a drop down list of applications you have access to. The Agency Repository application is simply called Repository. Select that application to view the new File Repository Interface. If you do not have an application called Repository in the drop down list, then you do not have access to it and you will have to submit a request to gain access. Below is a picture of the new File Repository Interface:



The screenshot shows the 'File Repository Interface' page. The header is the same as the welcome screen, but the dropdown menu now shows 'Repository'. The main heading is 'File Repository Interface'. Below this, there is a 'Select a Folder' dropdown menu showing '129'. A section titled 'Filters' contains a text input field for 'Please enter your selection criteria', a 'File Name' dropdown menu, a 'File Date' input field with a calendar icon, and a checkbox labeled 'Check here for files since your last visit'. An 'Apply Filter' button is located below the filters. Below the filters, there is a 'File List' section with a message 'No Files Found'. At the bottom, there is a link to 'Submit a comment or suggestion'.

The “Select a Folder” drop-down list may contain only one agency number or may include many if you have access to more than one agency. The drop-down list of file names is populated with all files available to you for the selected agency folder. You can also select a specific date to filter the file list. The “Check here for files since your last visit” checkbox will filter so that only new files added since your last visit are displayed. The “Apply Filter” button will apply the filter you have selected, allowing you to find what you are looking for quickly.

You may notice some of the files in the list have descriptions entered by the report owner allowing for easier identification of reports. If you have a suggestion about extra listing features for a report, please include the report file name when submitting your suggestion. To submit a comment or suggestion for the development team, click the “Submit a comment or suggestion” link.